



**Job Location:** 400 Deaderick Street, Nashville TN

**Director 1 - Temporary Assistance for Needy Families (TANF)**  
Division of Family Assistance and Child Support

The Mission of the Department of Human Services is to offer temporary economic assistance, work opportunities, and protective services to improve the lives of Tennesseans. Family Assistance serves over 2 Million Tennessean's annually through SNAP and TANF programs. The state of Tennessee's TANF program is a workforce development and employment program. It provides temporary cash assistance and/or a variety of other support services available to help customers make the transition to self-sufficiency. The Department is currently seeking qualified candidates for the Director 1 position with our Families First program. Under the leadership of the TANF Program Director 3, the TANF Director 1 will be responsible for policy development and supervisory work as it relates to the TANF program. The Director will provide oversight to staff to ensure county monitoring processes are maintained and technical policy clarifications are provided as needed.

Ideal candidates must possess strength in dealing with ambiguity, problem solving, process strong people management skills, decision quality, priority setting, organizational agility, and building effective teams. Candidates should be customer focused, aligned with the Department's Core Values, and supports the overall Mission and Vision as communicated by the Administration.

**Position Responsibilities:**

- Provide direct supervision to program staff
- Ensure continuous learning of relevant federal and state policies and procedures.
- Responsible for providing policy development and training materials for Family Assistance field staff; ensure the materials for new workers or induction training are correct and current with state statutes, rules and policies.
- Reviews program area contracts to ensure state and federal requirements are met.
- Provide timely responses to all Family First related questions from State Office Leadership, State Legislature, Media and Federal Partners.

**Position Requirements:**

- Bachelor's Degree
- Experience equivalent to five years of full-time professional work in the following: social services, human services, education, auditing, accounting, and/or social services grant coordination
- Four years of this experience must have been human services program evaluation or case review work

**Information Regarding State of Tennessee Benefits:**

<https://www.tn.gov/hr/topic/benefits>

**How to Apply:**

- Submit Resume and Cover Letter outlining your related experience by April 14 to [Jolanda.Hill@tn.gov](mailto:Jolanda.Hill@tn.gov)
- Subject Line should read as follows: Director 1 TANF

**Target Salary \$49,000**

*Pursuant to the state of Tennessee's policy of non-discrimination, The Tennessee Department of Human Services does not discriminate based on race, sex, color, creed, pregnancy, national or ethnic origin, age, disability or military services—in the admission or access to, or treatment or employment in its programs, services or activities.*